

Adding Press/Media Items

- 1. Log into Pure with your University of Aberdeen Login at <u>https://pure.abdn.ac.uk/admin/login.xhtml</u>
- 2. Click on the add content button and then press/media and choose the relevant sub-type option.

Choose submission			
• Submission guide	🛱 Press / Media	>	Research
			Jaching Teaching
W Research output			😝 Other
Activity			Articles in 'The Conversation'
Prizes, Distinctions and Awards			
🛤 Press/Media 🔰			

- 3. Add the title and description:
 - Title of theme/story: small description of theme or news story. Exact title (as published) should be included under Details of Media contribution and Media coverage.
 - Description: item description.

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Description					
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Paragraph	∨ 12pt	~ 🛱	$X_2 X^2$	Ω —	8

Details of Media contribution and Media coverage ${\it I}$

Media contribution and media coverage ***** Add media contribution or media coverage...

- 4. Media references: Add the type, title, description, person and affiliation. click on add media contribution or media coverage to add a new reference. A pop-up window with several fields will open.
 - Type: choose whether you are recording a media coverage or contribution. Media coverage is if the article was written by someone else and referenced your work. Media contribution is if you wrote the article yourself.
 - Title: item's title this should be the exact title (as published).
 - Description: optional short description of the item. Due to copyright, do not copy and paste media article into the description box.
 - Person and affiliation: As an individual user your name will be added automatically, an administrative user should select the person's name using add person. More internal and external individuals can be added by clicking on add person if needed.



Add media contribution/media coverage	£
Туре	
Type * Media contribution Media coverage	
Description	
Title *	
Description/Abstract	
	ĥ
Persons and affiliations	
Persons and organisations 🛊	+1
No persons or organisational units associated	
Add person Add organisational unit	

- Date: when the item was released.
- Media name/outlet: title of media publisher (newspaper, TV, online publication, programme etc.)
- Media type, degree of recognition, country, producer/author, duration/length/size are all optional details of coverage.
- Once you have completed the fields, click create to go back to the main record template.

Date 🗱	
Example: 21/10/2002	2
URL	
Media name/outle	t
Media type	Degree of recognition
No value 🛛 🔻	No value 🛛 🖝
Country	
United Kingdom	-
Producer/Author	

- Check information the Person and affiliation, Press/Media managed by, and Period sections will automatically include details added earlier. Check these and update press/media managed by if required.
- 6. Add keywords if desired, making the record more discoverable. Add a new keyword into each box.

anaged by
nisational unit *



- 7. Add links between record and your work, then Save.
 - Event: link press/media item to any relevant event.
 - Relations: link press coverage to related content from your profile. Click on + and start typing in search box, options will appear.
 - Visibility: press/media Items are set to public by default meaning the item will show on the Research Portal and available for reuse on sites that reuse Pure data. Update the visibility settings if you do not want this to be shared publicly.
 - Click **Save** when finished.

Event	
Add event	
Relations 🕐	
Activities	
+	
Research outputs	Impacts
+10	+0
Prizes	Datasets
+1	+=
Press/Media	Facilities/Equipment
+冊	(+O)
Projects	Student theses
+0	+*